



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

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MEMORANDUM

TO: Mayor and Town Council

FROM: Daniel E. Taber, Town Manager

DATE: August 1, 2013

RE: Town Manager's Report – July 2013

During the month of July, staff worked very hard on a wide variety of issues, some more visible than others. The workload of several staff members was significantly increased as a result of providing support to the Parks and Recreation Committee for their Summer Concert Series and their Meet and Greet function at Ginn Park. Because the preparation time lines for these events were very short, staff had to readjust priorities and some other in-progress issues might have been delayed as a result. I certainly applaud the efforts to date of the Parks and Recreation Committee, but the toll on staff will be untenable as the Commission moves forward with additional programs in the future. As I result, I will probably be asking for an additional staff position in the FY 15 budget to deal with the increased workload generated by this and the potential expansion of other programs.

Ginn Park Project

Town staff has begun to order playground equipment, etc. that has been approved by Council for Ginn Park. Once delivered, that equipment will be installed as quickly as possible and Council will be advised of progress made in this area.

Potomac Landfill

On July 16, 2013, staff met with representatives of Potomac Landfill in an initial meeting during which they outlined their plans to submit a request to the Town for re-zoning and permission to increase the landfill vertically beyond the current authorized height. All indications are that the request will not be for the entire parcel but would instead focus on the area of active landfill operations occurring at the present time. It is our understanding that the rezoning application would require a Conditional Use Permit that would contain several related stipulations, including a mandatory closure date. This issue will be scheduled for discussion at a future Council work session.

Parks and Recreation Commission

Council approved appointments to the Parks and Recreation Commission and they have already begun efforts at programming events and activities in the park. Since the Commission will now be providing monthly reports to Council, I will not be reporting on this item in my future monthly reports.

Assistant Director of Public Works

I am pleased to announce the promotion of Terry Meyers to the position of Assistant Director of Public Works. He was formerly the Programs Manager for Public Works and has had considerable prior experience in managerial positions related to Public Works.

Vacancies in Public Works (Crew)

We have hired Steve Novak as a 32 hour per week employee to provide support to Ray on our crew. He has already significantly contributed to our ability to maintain public properties and roadways in the Town as evidenced by recent property maintenance work completed at Merchant Park.

Transportation Funding

I have continued having conversations with Susan Roltsch, the PWC Deputy County Executive, concerning the process that will be utilized to determine the Town of Dumfries' share of transportation funding included in the Commonwealth of Virginia's recently approved budget.

A recent comparison of potential options concerning formulas that will be used to determine the amount of transportation funding the Town might receive indicates that Town's share of NVTAs Sales Tax revenues using the school-age children methodology would be approximately be \$89,000 per year. Utilizing the retail BPOL methodology would reduce that amount to approximately \$62,000 per year. The school-age children methodology is the same methodology used for years to determine the Town's share of Sales Tax. Based on that comparison, it would be to the Town's greatest benefit to utilize the school-aged children formula.

The other two components of NVTAs revenue to the Town are Grantor's Tax and Transient Occupancy Tax (TOT). Grantor's Tax would be tied to transfers of properties located within the Town and should be identifiable, though we need to confirm this is the case with the Clerk of the Circuit Court, whose office collects the Grantor's Tax. Revenues from these two sources will be significantly less than what we would anticipate from the Sales Tax component.

For your reference, here are the additional taxes associated with the NVTAs legislation of which 30% would flow to the County with a proportionate amount to the Town:

Sales Tax – seven-tenths of a percent of sales
TOT – 2% of hotel room rental
Grantor's Tax - 15 cents per \$100 of valuation

The policies and processes for how this will be distributed are still being discussed by NVTAs so there could be changes affecting our assumptions. I will keep Council updated as this issue progresses.

Potential Impacts of Potomac Shores Reconfiguration of the Route 1/Route 234 Area

Letters have been sent to the five businesses and property owners along Route 234 that will be most impacted by the current proposals for the future redesign of Route 234 in conjunction with the Potomac Shores Development. They have been requested to attend a meeting with Town Staff to address any issues or concerns they might have related to the proposed project.

Multi-Modal Project

Based on input from Council, Staff will continue to address the issue of sidewalks along Fraley Boulevard and will schedule future discussion with Council as more information becomes available.

2020 Vision Update

The 2020 Vision refers to the establishment of recycling programs. As a first step in that direction, we have initiated a recycling program in all Town facilities where special containers have been provided to collect recyclables. In addition, a separate recyclables pick up has been scheduled weekly with our trash service.

The Vision also speaks to establishing a Dumfries Membership Card that allows citizens in good standing with the Town to receive discounts at area businesses. I have contacted the DBA and asked that they explore business interests in participating in such an endeavor.

In regards to the Vision speaking to “People Supporting People”, the Town continues to present and expand recreational and cultural programs available to all of our citizens.

Grants

Community Services - The FY 13 DCJS Grant for the *Dumfries Cares Program* was extended through September to allow us to spend remaining unspent funding from that grant. The Grant has also been extended for its final year for FY 14 funding and we anticipate receiving approximately \$62,000 more to be utilized in the Dumfries Care Program. We will be submitting another request for a Wal-Mart Grant in September and if approved we are anticipating approximately \$5,000 in additional funding for FY 14.

Police Department – The Police Department has applied for and received a Byrnes Justice Grant in the amount of \$3,438 with a local match of \$382 to be used for equipment purchases. In addition, they have also applied for a \$9,000 DMV Grant earmarked for salaries for special enforcement activities.

The Chief of Police has also just submitted a grant application titled “Asset Forfeiture Transfer Program”. This grant is from the Virginia Attorney General’s office. The funds are asset forfeiture funds the Attorney General’s office is due as a result of being the lead investigator in the national Medicaid fraud case against Abbott Laboratories. The total amount of funding is not listed and there is no date on probable award notification. If awarded grant funding, the Police Department would train and equip a bicycle patrol capacity with the Department.

Public Works – On July 15, 2013, a grant in the amount of \$32,500 was submitted for funding that can be used to help bring the Town into compliance with new storm water management requirements. This is a matching grant and the required matching fund amount would be taken from existing storm water management fees. Staff will also be submitting a grant application for DEQ’s Citizen Water Control Monitoring Grant Program that is due by August 30, 2013. In addition, staff has submitted an application for a litter control grant and expectations are high that we will be awarded some funding regarding that application. Monies received would be used to finance activities such as the annual Quantico Creek Cleanup Program and similar events.

Public Works staff is also working on additional grant opportunities for Storm Water Management related issues dealing with Quantico Creek and other waterways in the area. Updates on this effort will be shared as additional information becomes available.

Other Various Town Manager Activities for July

- Daily Administrative Responsibilities
- Staff Meetings
- Transportation Related Meetings
- Parks and Recreation Commission Meetings
- Regular Council Meeting and Work Session
- Briefings and Meetings with Town Attorney On Several Issues
- Attendance at DBA Meeting
- Individual Meetings with Staff on a wide variety of topics
- Individual Meetings and Telephone Conversations with Council Members
- Individual Meetings and Conversations with Citizens
- Meeting with United Methodist Church
- Various Committee Meetings
- Personnel Related Meetings
- Weekly Drive-Through of the Town

Should you have any questions or concerns, please contact me.